

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/01/11 : CIA-RDP83T00573R000600010034-1

ODP # 814-77

DDA 77-2465

2 May 1977

MEMORANDUM FOR: Executive Officer of Each DDA Office

FROM:

[REDACTED]
Executive Officer, DDA

SUBJECT: Preparation of Correspondence

REFERENCE: ES-77/4, dated 17 March 1977

STATINTL

1. Referenced memorandum, written by Mr. [REDACTED] provided information on how correspondence and memoranda are to be submitted for the Director's signature. In order to provide some consistency, particularly as it concerns memoranda, it has been decided that memoranda prepared for the signature of the DDA follow the format used by the DCI.

2. Emphasis is placed on the fact that we are concerned here only with memoranda. Letters prepared for Mr. Blake's signature will follow the format that has been used in the past.

3. It will not be necessary to forward correspondence or memoranda for Mr. Blake's signature in folders as has been requested in reference for the DCI.

4. Executive Registry requests that the original of the reference documents be forwarded with correspondence to the DCI or DDCI; copies of these references must also be attached to the info copies for the DDCI and ER.

5. It should be noted that memoranda and correspondence prepared for the signature of the DDCI does not follow referenced format and should continue to be done as in the past and without folders.

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ES-77/4

17 March 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of Correspondence
for the Director

1. Memoranda prepared for the Director will include the information cited in Attachment A. Each item will be included in the text, if appropriate. If the document fails to show coordination with appropriate DCI staff elements, we will refer it to those elements for information and comment prior to being forwarded to the DCI, via the DDCI as appropriate. Material prepared for the Director will be presented in clear, direct language, and as succinctly as possible.

2. Memoranda prepared for the Director's signature will follow the formats shown in Attachments B and C (depending on whether he is writing on Agency or Community business, respectively). Correspondence addressed to Cabinet officers or other senior officials will be no longer than one page. If more detailed information is necessary, it will be prepared as a blind memorandum with title and shown as an attachment to the one-page letter or memorandum.

3. Formal letters for the Director's signature will be prepared on the same letterhead stationery as shown in Attachments B and C, as appropriate (when possible, use the small stationery). Personal letters will be prepared on "Director of Central Intelligence" stationery, using the format shown as Attachment D, (when possible, use the small DCI stationery). With both formal and personal letters, if the addressee is known to the Director, he prefers to use the addressee's first name in the salutation (you may usually determine the appropriate style by following the form used by the addressee in signing a letter addressed to the Director, if available, though the Director generally prefers to respond to most writers whom he knows personally by their first name). For

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the complimentary close, the Director normally uses "Yours;" when a more formal salutation is used, "Yours sincerely." The Director's name will be typed in all capital letters, followed by "Admiral, U.S. Navy" block style. On any occasion when letterhead stationery is not used, the line, "Director of Central Intelligence," or "Director, Central Intelligence Agency," as appropriate, will be blocked under "Admiral, U.S. Navy." The name and address of the addressee will appear at the bottom left of the page on a personal letter.

4. Letterhead stationery as shown in the attachments may be obtained from the DCI Administrative Office, 7C-17, Headquarters.

5. Correspondence for the Director's signature should be forwarded in a letter size brown manila folder with the incoming correspondence paper clipped to the left hand side of the folder and the correspondence for signature clipped to the right-hand side. The resulting package should be conveyed with an appropriately classified routing paper stapled on the outside of the folder,



STATINTL


Executive Secretary

Attachments

Distribution:

O/DCI
O/DDCI
D/DCI/IC
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DDS&T
DDI
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LC
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AO/DCI
D/EEO

Info: CDR 
LCDR 

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MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence (As Appropriate)

FROM: John P. Doe
Deputy Director for

SUBJECT: (As Appropriate)

REFERENCE: (As Appropriate)

1. Action Requested: Begin with a simple statement of the action required. If no action is required, say "None; for information only." In a few sentences summarize the content of the memorandum.

2. Background: In a brief, to-the-point style, present the essential information necessary to explain the action requested. If controversial:

- a. Include the pros and cons of the issue;
- b. Propose alternatives where feasible;
- c. Cite your reasoning in support of the recommended option.

3. Staff Position: List the DCI staff elements (OGC, OLC, IG, Comptroller, etc.) consulted and their positions. If no coordination is deemed necessary, omit this paragraph.

4. Recommendation: A direct statement of what action is requested, followed by decision lines, if appropriate.

John P. Doe

APPROVED: _____
Director of Central Intelligence

DISAPPROVED: _____
Director of Central Intelligence

DATE: _____

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The Director

Central Intelligence Agency

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Washington, D.C. 20505

MEMORANDUM FOR:

SUBJECT: (As Appropriate)

REFERENCE: (As Appropriate)

1.

2.

3.

STANSFIELD TURNER

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Washington D.C. 20505

MEMORANDUM FOR:

SUBJECT: (As Appropriate)

REFERENCE: (As Appropriate)

1.

2.

3.

STANSFIELD TURNER

Attachment D

The Director of Central Intelligence

Washington, D.C. 20505

Dear John,

How thoughtful of you to write that warm letter of congratulations on my appointment to this new post. It is going to be a challenging one, but I am looking forward to it and greatly appreciate your support.

Concerning your thought that we here participate in the 11 August seminar on World Energy Shortages, I have asked our experts to give it serious consideration. Dr. William Smith will be in touch with you shortly.

Again, many thanks and all the best.

Yours,

STANSFIELD TURNER

Professor John Doe
1234 Main Street
Joplin, Missouri 12345

ODP # 880-77

77-2609

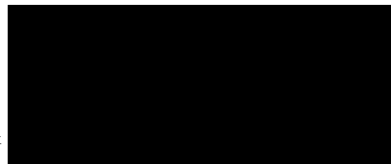
ES 77-7
6 May 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Amendment to ES 77-4 dated 17 March 1977 re
"Preparation of Correspondence for the Director"

Effective immediately, correspondence prepared for the Director's signature will no longer have "Admiral, U.S. Navy" under his name in the signature block. If letterhead stationery is used (and it should be in all cases where correspondence is going outside the Agency), the signature block will be: "STANSFIELD TURNER." In those cases where letterhead stationery is not used (e.g., internal Agency correspondence), "Director" should be blocked under "STANSFIELD TURNER."

STATINTL


Executive Secretary

Distribution:

O/DCI
O/DDCI
D/DCI/IC
D/DCI/NI
DDS&T
DDI
DDA
DDO
GC
LC
IG
Compt
A/DCI/PA
AO/DCI
D/EEO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ODP # 8/4-77

Preparation of Correspondence

FROM:

Executive Officer, DDA

EXTENSION

NO.

DDA 77-2465

DATE

2 May 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Officer *DXL*
Office of Data Processing

Please distribute throughout your office.

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